



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
www.ieanea.org

## VACANCY NOTICE

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June 17, 2026

PLEASE POST

### **VIRTUAL INSTRUCTIONAL COACH & BUILDING MENTOR PARAPROFESSIONAL** **Location: To Be Determined**

**DEADLINE FOR INTERNAL APPLICATIONS:** July 2, 2026

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#)

**INTERVIEWS:** Selected candidates will be interviewed at a location determined by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the Assistant Director of Leadership and Justice, Director of Leadership and Justice and Executive Director.

**POSITION DESCRIPTION:** To assist the Directors of Leadership and Justice with communication, scheduling, recruitment, onboarding, forum planning, and data collection of the virtual coaches, building mentors and new teachers/clinicians including program support for the Virtual Instructional Coach & Building Mentor Program.

**RESPONSIBILITIES:**

1. Assists the Assistant Director of Leadership and Justice in their role as the Virtual Instructional Coach & Building Mentor Program Coordinator.
2. Assists with the recruitment for the Virtual Instructional Coach & Building Mentor Program.
3. As directed, assists, communicates and shares available program resources with virtual coaches, building mentors, new teachers/clinicians and other identified entities.
4. Assists with the development of program materials/resources utilizing an equity lens to ensure inclusivity for the purposes of recruitment and retention efforts, onboarding and user guides.
5. Assists with the planning of meetings and attends the forums associated with the Virtual Instructional Coach & Building Mentor Program.
6. Assists the Assistant Director of Leadership and Justice in their role as the Virtual Instructional Coach & Building Mentor Program Coordinator with the collection, preparation and maintenance of program data and reports for the Virtual Instructional Coach & Building Mentor Program.

**VACANCY**  
**VIRTUAL INSTRUCTIONAL COACH & BUILDING MENTOR PARAPROFESSIONAL**  
**Location: To Be Determined**  
**(Continued)**

**RESPONSIBILITIES: (Continued)**

7. Assists with scheduling and attends school meetings both in-person or virtually, to promote the program and onboard new teachers/clinicians, building mentors and virtual instructional coaches into the program.
8. Performs other appropriate duties as directed by assigned management staff.

**QUALIFICATIONS:**

1. Minimum college coursework required with a college degree preferred.
2. Experience in using computer hardware and standard computer software programs including Excel and other current technology.
3. Ability to communicate effectively across differences, both orally and in writing.
4. Ability to gather data, compile information, and prepare reports.
5. Ability to organize and prioritize multiple tasks, maintain records, and work with interruptions.
6. Ability to review and evaluate operating procedures and recommend improvements.
7. Ability to develop, plan, and implement short- and long-range goals.
8. Knowledge of recruitment and retention issues as related to teachers.
9. Ability to plan, assess, and evaluate programs.
10. Possess good problem solving, organizing and coordinating skills.
11. Possess a comprehensive and in-depth grasp of public education and school districts.
12. High degree of interpersonal skills: ability to interact effectively with members, IEA-NEA leadership and staff is essential.
13. Valid driver's license required.

**SALARY AND BENEFITS:**

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$21.06 per hour to \$31.87 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 3.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND  
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.**